

Annual EEO Public File Report Form

Mountain Lake Public Telecommunications Council

[Call Sign - WCFE]

Annual EEO Public File Report

The purpose of this EEO Public File Report ("Report") is to comply with Section 73.2080(c)(6) of the FCC's 2002 EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following station(s): [WCFE and Communities of License] and is required to be placed in the public inspection files of these stations, and posted on their websites, if they have websites.

The information contained in this Report covers the time period beginning February 1, 2009 to and including January 31, 2010 (the "Applicable Period").

The FCC's 2002 EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Station(s) comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the new EEO Rule, which should be separately identified), identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC rules.

Appendices 1, 2 and 3 which follow have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under the column entitled "Full-time Positions for Which This Source Was Utilized" refer to the number of the full-time job positions listed on Appendix 1.

For purposes of this Report, a vacancy was deemed "filled" not when the offer was extended but when the hiree accepted the job offer. A person was deemed "interviewed" whether he or she was interviewed in person, over the telephone or by e-mail.

Filename: Annual EEO Public File Report

Appendix 1
Annual EEO Public File Report Form
Covering the Period from February 1, 2009 to January 31, 2010
Station(s) Comprising Station Employment Unit: [Station Call Signs - WCFE]

Section 1: Vacancy Information

	Full-time Positions Filled By Job Title	Recruitment Source of Hiree	Total Number of Interviewees from All Sources for This Position
1	Studio Technician/Editor Level I	Staff Referral;	5
2	Executive Assistant	Monster.com	6
3	Director of Communication	Seven Days	6
4	Videographer	Word of Mouth	3
5	Corporate Marketing Rep	Job Fair	4
6	Development Producer	Word of Mouth	1
7			
8			

Total Number of Persons Interviewed During Applicable Period: 25

	Full-time Positions Filled By Job Title	Sources used to publicize the opening
1	Studio Technician/Editor Level I	In-House Job Posting MLPBS Website Chamber of Commerce – Oppshop.org PBS Connect Department of Labor in Vermont ETS Department of Labor in New York Westaff Connecticut Schools of Broadcasting Memsys – Kay Mosko NYS Broadcasters Association PlattNet Solutions Production HUB Wyeth Pharmaceuticals CPB Jobline One WorkSource-Elizabethtown
2	Executive Assistant	In-house posting MLPBS Website Press Republican/monster.com ETS Department of Labor in New York Westaff PlattNet Solutions Connecticut Schools of Broadcasting Department of Labor in Vermont Production HUB Craig's List

		NYS Broadcasters Association Wyeth Pharmaceuticals One WorkSource-Elizabethtown Memsys
3	Director of Communication	In-house posting MLPBS Website ETS Department of Labor in New York Westaff Chamber of Commerce – Oppshop.org Connecticut Schools of Broadcasting Department of Labor in Vermont Production HUB Wyeth Pharmaceuticals Memsys - Kay Mosko NYS Broadcasters Association PlattNet Solutions One WorkSource-Elizabethtown Personal reference Applied for earlier position/unknown/unspecified internet/workshop
4	Videographer	In-house posting MLPBS Website ETS Department of Labor in New York Westaff Chamber of Commerce – Oppshop.org Connecticut Schools of Broadcasting Department of Labor in Vermont Production HUB NYS Broadcasters Association PlattNet Solutions Wyeth Pharmaceuticals Memsys - Kay Mosko One WorkSource-Elizabethtown ManPower
5	Corporate Marketing Representative (Sales Rep)	In-house posting MLPBS Website Press Republican/monster.com ETS Department of Labor in New York Westaff Chamber of Commerce – Oppshop.org Connecticut Schools of Broadcasting Department of Labor in Vermont Production HUB NYS Broadcasters Association PlattNet Solutions Wyeth Pharmaceuticals Memsys - Kay Mosko One WorkSource-Elizabethtown Montreal Gazette (1) Career Development Ctr's Student Emp. PBS Connect

6	Development Producer	ManPower
		In-house posting
		MLPBS Website
		ETS
		Department of Labor in New York
		Westaff
		Chamber of Commerce – Oppshop.org
		Connecticut Schools of Broadcasting
		Department of Labor in Vermont
		Production HUB
		NYS Broadcasters Association
		PlattNet Solutions
		Wyeth Pharmaceuticals
		Memsys - Kay Mosko
		One WorkSource-Elizabethtown
		PBS Connect
		ManPower

MOUNTAIN LAKE PUBLIC TELECOMMUNICATIONS COUNCIL
(Mountain Lake PBS) Call Letters (WCPE)
EEO PUBLIC FILE REPORT & POST ON THE WEBSITE
Covering Period - February 1, 2009 – January 31, 2010
Full-Time Positions Filled

<u>Full-Time Position</u>	<u>Position Title</u>	<u>Date Open</u>	<u>Date Filled</u>	<u>Recruitment Source(s) utilized to fill the vacancy (including organizations entitled to notification)*</u>	<u>Number Interviewed</u>	<u>Number Hired</u>
1	Studio Technician/Editor Level I	3-6-09	4-4-09	Staff Referral	5	1
1	Executive Assistant	6/19/09	8/26/09	Monster.com	6	1
1	Dir. of Communication	7/23/09	9/3/09	Seven Days	6	1
1	Videographer	6/10/09	10/5/09	Word of Mouth	3	1
1	Sales Rep (CMR)	8/18/09	10/5/09	Job Fair	4	1
1	Development Producer	9/25/09	1/04/10	Word of Mouth	1	1
TOTAL					25	6

No.	Recruitment Source	Contact	Total Interviewed	Entitled to Notification
1	Press Republican	Classified Department		
	170 Margaret Street	518-565-4105		
	Plattsburgh, NY 12901			
2	ETS	Several Contacts		
	142 Boynton Avenue	518-562-4673		
	Plattsburgh, NY 12901			
3	NYS Dept. of Labor (One Worksource)	Sue Myers		
	194 US Oval	518-561-0430		
	Plattsburgh, NY 12901			
4	Westaff	Gary Wagoner		
	307 W Bay Plaza	518-566-6061		
	Plattsburgh, NY 12901			
5	North Country Chamber of Commerce	www.opppshop.org		
	P.O. Box 310 (7061 Rt. 9)	518-563-1000		
No.	Recruitment Source	Contact		Entitled to Notification
	Plattsburgh, NY 12901			
6	Mountain Lake PBS (website)	www.mountainlake.org	4	
	One Sesame Street	518-563-9770		
	Plattsburgh, NY 12901			
7	Connecticut Schools of Broadcasting	csbnewjersey@800tvradio.com		yes
	377 Route 17 South Penthouse	201-288-5800 (www.800tvradio.com)		
	Hasbrouck Heights, NJ 07604	or Tom DeFranco		
8	In-House Posting/Staff Referral		5	
9	Learned about position from underwriter			

No.	Recruitment Source	Contact		Entitled to Notification
10	NYS Broadcasters Association 1805 Western Avenue, Albany, NY 12203	Sandy 518-456-8888		yes
11	Applied for an earlier position			
12	Vermont Department of Labor 63 Pearl Street Burlington, VT 05401-4331 Vermont Job Link – when ad goes through VT Dept. of Labor, it will also go to VT Job Link	Bradley Quinn Page 63 Pearl Street Burlington, VT 05401 802-652-0339		
13	Job Fair	Contacts are all different depending on who is running the Job Fair		
14	ProductionHUB.com 801 W. Fairbanks Avenue Winter Park, FL 32789	Tara 407-629-4122	2	yes
15	America's Online Job Bank.com			
16	Wyeth Pharmaceuticals 64 Maple Street Rouses Point, NY 12979	Barbara E. Hebert 518-297-5707		yes
17	Sent in blind submission			
18	Heard from an outside source/personal reference		1	
19	Previously interned @ the station			
20	PBS Connect Forum	On-line form		
21	Current 6930 Carroll Avenue, Suite 350 Tacoma Park, MD 20912	Fax: 301-270-7241 Loreal@current.org or Behrens@current.org (Steve Behrens) classifieds@current.org		
21	The Suburban - Montreal	Contact is whoever picks up the phone		
22	Craig's list.com	On-line	1	
23	Memsys.listserve	Kay Mosko or Nick Herlick		
24	Monster.com		4	
25	CPB.org	Website cpb.org (CPB Jobline)		
26	Chronicle of Philanthropy	Philanthropy.com/jobs Tim Sieja – jobs@chronicle.com		

27	When asked at interview they could not remember what website he had found it on	N/A		
28	No indication on cover letter	N/A		
29	Internet/Didn't specify website address		1	
30	WGBH Workshop			
31	Montreal Gazette	On-line Classified Ad	1	
32	CareerBuilder.com (Burlington Free Press)	On-line Classified Ad	2	
33	Seven Days	Classified Department	1	
34	ManPower	Online Classified		
35	Unknown			
36	Word of Mouth	N/A	3	

	TOTAL:		25	
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Appendix 2 (Page 1 of 2)

Annual EEO Public File Report Form

Covering the Period from February 1, 2009 to January 31, 2010

Station(s) Comprising Station Employment Unit: [Station Call Sign - WCFE]

Section 2: Recruitment Source Information

	Recruitment Source (Name, Address, Telephone Number, Contact Person)	Total Number of Interviewees This Source Has Provided During This Period (If Any)	Full-time Positions for Which This Source Was Utilized & For What Job Opening
A	Press Republican		
B	ETS		
C	NYS Dept. of Labor		
D	Westaff		
E	MLPBS Website	6	
F	Chamber-oppshop.org		
G	Career Fair	1	1 – Corporate Marketing Rep (Sales Rep)
H	In-house posting		
I	*ProductionHUB	2	
J	Learned from an underwriter		
K	America' Job Bank.com		
L	*Wyeth		
M	*Conn. School of Broadcasting		
N	*Resources Unlimited		
O	*NYS Broadcasters Assoc.		
P	Staff Referral	1	1 – Studio Technician/Editor Level I
Q	Blind Submission		
R	Heard from outside source/personal reference	1	
S	Previously interned @ the station		
T	PBS Connect Forum		
U	Current		
V	The Suburban		
W	Craigslist.com	1	
X	*NETA		
Y	Memsys Listserv		
Z	Monster.com	4	1- Executive Assistant
AA	CPB.org		

BB	Chronicle of Philanthropy		
CC	When asked they could not remember what website they had found ad on		
DD	No indication in cover ltr		
EE	Applied for earlier position		
FF	Internet/didn't specify web address	1	
GG	WGBH Workshop		
HH	Montreal Gazette	1	
II	Unknown		
JJ	CareerBuilder.com (Burlington Free Press)	2	
KK	Seven Days	1	1- Director of Communication
LL	JobBoard.com	1	
MM	Word of Mouth	3	1- Videographer 1 - Development Producer

TOTAL:

25

6

Appendix 3

Annual EEO Public File Report Form

Covering the Period from February 1, 2009 to January 31, 2010

Station(s) Comprising Station Employment Unit: WCFE

Section 3: Supplemental (Non-Vacancy Specific) Recruitment Activities Undertaken by WCFE

Station(s) Claiming Credit: Mountain Lake Public Telecommunications Council

1) Activity: Career Night XXXIII

Date: Thursday, April 2, 2009 – 4:30-9:00 p.m.

Participating Employees: Sharlene Petro-Durgan, Director of Finance & Administration and Lisa Hoff, Executive Assistant

Host/Sponsor of Activity: SUNY Plattsburgh School @ the Angell College Center

Brief Description of Activity and Station Participation: Sharlene and Lisa had all unpaid department internship job descriptions available. We also had one job opening for a Corporate Marketing Representative position (Sales) and had the job description available for those who wanted a copy. The station handed out volunteer opportunities, applications for employment, Highpoints Bulletins and Art Auction Information and volunteer opportunities. We collected one resume but handed out business cards corresponding to the department internship job description they were interested in. We had one teacher who wanted to volunteer in the Education department.

2) Activity: Job Fair

Date: Wednesday, September 16, 2009 – 4:00-8:00 p.m.

Participating Employees: Joana McKenna, Executive Assistant & Sophie Mitsoglou, Director of Development

Host/Sponsor of Activity: Plattsburgh-North Country Chamber of Commerce, WPTZ-TV, JSEC, OneWorkSource, Hometown Radio and Hall Communications

Brief Description of Activity and Station Participation: Joana and Sophie had all unpaid department internship job descriptions available. We also had two job openings for a Corporate Marketing Representative position (Sales) and one Videographer/Editor position, and had the job descriptions available for those who wanted a copy. The station handed out volunteer opportunities, applications for employment. We collected 24 resume(s) and handed out business cards corresponding to the department internship job description they were interested in.

3) Activity: Vermont Veteran's Career Fair

Date: Tuesday, November 10, 2009 – 9:00-1:00 p.m.

Participating Employees: Joanna Cummings, Director of Communications

Host/Sponsor of Activity: Vermont Department of Labor @ the Holiday Inn

Brief Description of Activity and Station Participation: Joanna had all unpaid department internship job descriptions available. We also had one job opening for a Corporate Marketing Representative position (Sales) and had the job description available for those who wanted a copy; and one job opening for a Development Producer position (Production). The station handed out volunteer opportunities, applications for employment, and internship opportunities. We collected 22 resume(s) and handed out business cards corresponding to the department internship and job description they were interested in.

TRAINING FOR STATION PERSONNEL, MANAGEMENT TRAINING ON
EMPLOYMENT MATTERS AND AN INTERNSHIP PROGRAM
(February 1, 2009-January 31, 2010)

Strategic Plan Action Plan for 2008-2009

Goal #2 : Create a positive workplace environment.				
Objective	Action Step (Who's responsible?)	By when	Measures of success	Status / Comments
Provide professional development opportunities.	Create a method for researching internal department or individual professional development needs. (Executive Staff)	1/31/08	Training list created.	Will use performance evaluations to build training list. Will send to exec. staff once completed for any additions or changes. Moved to FY 09

Director of Finance and Administration attended the following workshops:

3/10/09 "Managing and Mitigating Internal Pay Issues"

Director of Communications attended the following workshops:

Director of Education and Outreach attended the following workshops:

Education Outreach Initiatives

1. Literacy Outreach - The education department has a large literacy outreach component. It provides literacy strategies to area childcare providers, educators and parents. It also provides free books to practice these strategies.

2. Outreach activity 2 is providing the EdVideo service to area schools and adult literacy programs; offered workshops on integrating the VITAL(Video in Teaching and Learning) resources into instruction.

Through this activity we provide a multi-media download service to area schools as well as training on how to use this service.

3. SUNY Plattsburgh Professional Development Outreach 10 sessions- trained 200 plus pre-service teachers both undergraduate and graduate level on the resources that public television provides to educators(ie. pbs teachers, EdVideo, VITAL)

4. Mountain Lake PBS produced the videos Dead Reckoning~Champlain in America and Forgotten War. As a companion to these multi-media productions we created education websites with lesson plans, scholar interviews, and first hand documents as part of our outreach around these projects.

Executive Assistant and Account Clerk attended the following webinar:

4/16/09 PBMA Toolkits Audio Seminar on EEO Compliance – Follow the FCC Basics To Avoid Unnecessary Fines. Informative toolkit that reviewed the basic FCC requirements that regularly impact all broadcasters. Presenters: Katrina Gleber and John Bagwell from Lerman Senter, PLLC in Washington, DC

Employee Assistance Services (EAS) – All employees are eligible to use the services that EAS has to offer. A quarterly newsletter goes out to each employee. If there is any type of supervisory training that is offered by EAS, it is encouraged that managers attend. If there are other training opportunities at EAS, staff is encouraged to attend.

INTERNSHIPS:

Strategic Plan Action Plan for 2009-2010

<p>Goal #4 : Build our identity as the region's storyteller.</p>				
Objective	Action Step	By When	Measure	of Success
Status/Comments				
Develop new talent and ideas by becoming a lab for young professionals	Continue to recruit high achieving interns eager for PBS experience (Dir of P&P)	Ongoing	Successful internships completed	
Develop a relationship with the local independent and academic film / video community.	Accept submissions of "Final Films" from Burlington College, SUNY Plattsburgh and UVM for possible broadcast. (Dir of P&P)	Ongoing	Materials reviewed and colleges responded to.	Burlington College submissions received in July 09.

SUNY Plattsburgh Internship Program – The Director of Fundraising and Business Development, Coordinator of Special Events and Volunteers, Director of Production and Programming took advantage of this internship program (see attachments).

VESID - The Director of Communications took advantage of this internship program (see attachment). VESID is an on-the-job-training program that employers can be reimbursed for wages (according to their regulations – see attachment).

Six Weeks of Employment Earnings for Teens {SWEET} – The Development and Production department utilized 1 SWEET student for the summer, which started May 18, 2009. They come to us with an interest in building their skills and real life work experience. Although they are technically volunteering with the station, they are compensated for their time through the SWEET Worker Program. Mountain Lake PBS aims to give the workers a variety of experiences while instilling professional work ethics and values. This symbiotic relationship benefits the station by allowing the workers to complete important tasks. (see attachment)

Practicum Program – The practicum program is different than the internship program whereas the students need approval from the college and be recommended. (see attachments)